

Finance and Labor Relations Committee
Regular Meeting
Thursday, April 4, 2019 6:00pm
City Hall, 31 S. Madison Street, Evansville, WI

MINUTES

1. **Call to order.** Cole called the meeting to order at 6:01pm.
2. **Roll Call:** Members present: Alderpersons Rick Cole, Dianne Duggan and James Montgomery. Others present: Mayor Bill Hurtley, City Administrator/Finance Director Ian Rigg and Utility and Finance Accountant Julie Roberts.
3. **Approval of Agenda.** Duggan made a motion, seconded by Montgomery to approve the agenda as presented. Motion approved 3-0.
4. **Minutes.** Duggan made a motion, seconded by Montgomery to waive the reading of the minutes of the March 7, 2019 regular meeting and to approve them with some minor grammatical changes. Motion approved 3-0.
5. **Citizen appearances.** None
6. **Bills.** Duggan made a motion, seconded by Montgomery to accept the City bills as presented in the amount of \$2,520,190.71. Motion approved 3-0 on roll call.
7. **New Business.**
 - A. **Handout of Finance Policies: Purchasing, Debt, Fund Balance, Accounts Payable, Payroll, Investment and Post Issuance Compliance.**

Rigg listed the policies that were included in the packet. He stated they are for the Committee to review and we will be going over them at future meetings. The bond rating organizations like us to review our policies on a regular basis so reviewing them is also advantageous from that standpoint. He shared that the Post Issuance Compliance policy has been reviewed by Greg with Ehlers and does meet the updated standards that went into effect the end of February. Changes are not necessary unless the committee would like to make them. Rigg brought up the idea of having one document that contains all the fiscal policies in one place with streamlined formatting. Rigg also shared that reviews are still continuing to be done.
8. **City Administrator Finance Director Report.**

Rigg shared that the new MyView was rolled out by our software company. This is a component of our software that allows Department Heads and other staff to view more detailed information regarding expenses, revenues, etc. We would like staff to utilize this more and are trying to work out a brief webinar training. Rigg met with Kendall Schneider, the Town of Union Chairperson. They went over certain joint problems and solutions regarding utilities, infrastructure and the pool. The sewer revenue bond will now go instead to general obligation to reduce interest costs for the sewer. Construction is starting to take off. We're hoping to have an asphalt overlay for Cemetery Road. Montgomery discussed garbage collection for the fire station. Staff will follow up on this.

 - A. **Pre Bid Report for 2019 Borrowing.**

Rigg will be emailing out the prebid report.

B. Budget for 2019 ICMA Conference.

Rigg reviewed the different classes that he went to last time. Costs for hotel are much higher in the Nashville area. Discussion took place regarding transportation costs and needs. The budget for this training would be about \$4,100. It is currently in the budget to do this. Duggan made a motion, seconded by Montgomery to approve the estimated amount of \$4,102.16 for the 2019 ICMA Conference. Motion approved 3-0 on roll call.

9. Unfinished business.

A. Project updates (place holder).

Rigg stated we are having a few technical difficulties at the WWTP. There have been a couple blower motors that have failed and some issues with the heaters. Everything with the Library is going well. The cleaning contract added about \$2,000 for touch up on the walls and very light washing and brushing on the plaster. The Library was very successful in getting donations and getting them early. There is consideration for hiring a company to have them come in and do a laser shoot of the building. That way we would have a digital image for replication for future repairs if needed. Rigg explained that the scope of the 2nd Street project might have to be expanded due to a sewer line collapse. There are also some residents that may need to be spoken to about the condition of their driveways.

10. Meeting Discussion: The next regular meeting will be May 9, 2019 at 6:00pm.

11. Adjourn. Montgomery made a motion, seconded by Duggan to adjourn the meeting at 6:39pm. Motion carried 3-0.

Julie Roberts, Utility and Finance Accountant